



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Division Manager
Posting Number	PN#106156
Department	Houston Airport System
Division	Technical Services
Section	Specification
Reporting Location	4500 Will Clayton Pkwy.
Workdays & Hours	Varied, Normally M – F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Supervises employees in development of technical specifications and formal bid documents, bid analysis, testing, and inspection activities. Responsible for balancing the supervision of people and resources ensuring the branch has adequate resources to achieve division goals. Ensures compliance with local, state and federal laws and regulations. Responsible for the timely and cost effective procurement of materials, equipment, systems and services. Determines the most efficient and economical means of acquiring goods and services. Processes High-Technology RFP's, develops service contracts, conducts various bid solicitations (in-house, high-tech, single-source, emergency, etc.) and facilitates meetings. Interfaces with other sections to ensure a coordinated and effective service initiative. Tracks performance, takes corrective action and resets goals of the section. Establishes and monitors goals of the section. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: ability to make simple gross motor movements; use computer terminals for extended periods; operate city vehicles; and lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Business, Accounting, Engineering or a field closely related to the activities of the division.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in developing and producing technical specifications for capital equipment, high technology items, and/or maintenance service contracts. Computer skills using Microsoft Office. Ability to communicate effectively, both orally and in writing, and to maintain cooperative working relationships with management and outside vendors and agencies.

SELECTION/SKILLS TEST REQUIRED Application review and/or interview.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29			
\$2,262 to \$2,639.00	Biweekly	\$58,812.00 to \$68,614.00	Annually

OPENING DATE AUGUST 3, 2005

CLOSING DATE OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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